



116 W. Beverley Street • Staunton, Virginia 24401 • Phone 540-332-3920 • Fax 540-332-3924
www.staunton.k12.va.us

January 24th, 2018

Re: Window Waiver Request
FCC E-Rate Form 471

Dear Sir/Madam,

I compose this window waiver request to the FCC on behalf of Staunton City Schools and myself. We seek a waiver of FCC rules pertaining to the Form 471 deadline. One of the many roles I perform for this public K-12 school division is that of the FCC/USAC E-rate preparer. During my work on the 2017-18 documentation for the school division I missed one Form 471's deadline due to extenuating circumstances. This error just became visible to me as we reviewed pending reimbursements.

The appropriate FCC rules have been followed according to the program. I have now filed and certified the FCC Form 471 through the EPC under the USAC site. The certified Form 471 is named "StauntonCS_2017_waiver_471" for ease in identifying and was filed under the 2018 filing window as directed by USAC support personnel.

Staunton City School's BEN is 126616.

I wish to express my appreciation for your time and understanding of this waiver request and ask that you strongly consider granting this request for the division. I do not wish the division to experience budgetary hardships due to my error.

Respectfully,

Thomas Lundquist

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Director of Technology
Staunton City Schools